

Record of questions

Information campaign in the framework of

the INTERREG - IPA CBC Programme Bulgaria – the former Yugoslav Republic of Macedonia,

CCI Number: CCI 2014TC16I5CB006 from 16.10.2015 to 27.10.2015– part II

No.	Question	Answer
1.	Is it acceptable to submit project proposals in original (hard copy) or just in electronic format?	According to point 5.2. „How to submit the Application“, Section - Application form - Part III, in the Guidelines for applicants under the Interreg - IPA Cross-border cooperation Bulgaria – the former Yugoslav Republic of Macedonia 2014-2020, the Application form together with Annexes and supporting documents should be presented in one (1) original marked “Original” in a sealed envelope and one (1) electronic format (CD, DVD or USB).
2.	Is it an advantage to register application before the deadline?	According to point 6. „Deadline for receipt of applications“ in the Guidelines for applicants, the deadline for the receipt of applications is 25th January 2016, 4 p.m. local time. Submission of the application before set deadline is not an advantage during the evaluation process.
3.	Is it necessary project partner to have experience in EU funded projects?	Experience in EU funded projects is not mandatory, but it is a part of the selection criteria according to Guidelines for applicants, STEP 3: TECHNICAL AND QUALITY ASSESSMENT STAGE, TECHNICAL AND QUALITY EVALUATION PART, SECTION I: MANAGEMENT CAPACITY.
4.	Is it permitted for using for daily allowances of project team the amount of 35.00 € for activities which will be implemented outside of the programme eligible area?	As specified in the Guidelines for applicants, point 2.5.3 „Eligibility of expenditures“, BUDGET LINE 3: TRAVEL AND ACCOMMODATION COSTS, outside the eligible area daily allowances are € 35.
5.	Is it possible project partners pay project preparation costs to sub-contractors after	According to Guidelines for applicants, point 2.5.3 „Eligibility of expenditures“, BUDGET LINE 6: PROJECT PREPARATION, project preparation costs are eligible if they are carried out

	signature of the subsidy contract with the MA?	before or on the date of submission of the project proposal at the latest. It means that all supporting documents as invoices, acceptance protocols, lists, etc., should be issued before or on the date of submission of the project proposal to the Managing authority at the latest. There is no specific requirement project preparation expenditures to be paid before signature of the subsidy contract with the MA, but they should be requested for reimbursement and verified only in the first request for reimbursement of the respective project partner.
6.	Is it eligible NGOs to participate in a project proposal with Investment measures under Priority axis 2 Tourism, 2.1 Enhancing the tourism potential of the region through cooperation initiatives in better preservation and sustainable utilization of natural and cultural heritage?	There is no restriction NGOs to participate in a project proposal with investment measures, but it should be taken into account that all investment activities should be implemented on a municipal or state-owned property, and all documents related to investments activities required in the Guidelines for Applicants should be submitted.
7.	Is it necessary a decision of Applicant's governing body regarding project development and implementation to be made for each PP separately?	According to Guidelines for applicants, APPLICATION FORM - PART III, point 4.2, Annex (B), each partner should present Annex B.2 "Decision of Applicant's governing body" regarding project development and implementation (in original or true copy signed by the partner).
8.	How to describe location for activity in which more than one PP is involved?	For each activity the exact location of its execution should be filled in regardless of how many partners are involved, according to Guidelines for applicants, APPLICATION FORM - PART II, point 3.5 „Project activities description and methods of implementation“ under the Interreg - IPA Cross-border cooperation Bulgaria – the former Yugoslav Republic of Macedonia 2014-2020
9.	Is it applicable to fill the number on each page of application package? Is it mandatory supporting documents for investment projects	As stipulated in Guidelines for applicants, point 5.2 "How to submit the Application", all pages should be numbered in the lower right corner (with consequent numbers starting from the cover page of the Application Form until the last page of the last annex) . All supporting documents should be scanned and recorded with file names, corresponding to

	should be scanned?	respective documents per partner and archived in following electronic folders: Application Form, Annexes A and Annexes B.
10.	Is it mandatory all supporting documents for investment projects to be submitted in English?	According to Guidelines for applicants, point 4.2 Annexes (B), all supporting documents should be submitted in the original language and translated in English . The translation is not required to be made by a certified translator/agency, but can be certified as “ True copy ” by the legal representative or an authorized person from the Lead partner and/or the respective project partner.
11.	The office furniture is it eligible project cost?	According to Guidelines for applicants, point 2.5.3 “Eligibility of expenditure”, under BUDGET LINE 5: EQUIPMENT AND WORKS, expenditures for purchase of office furniture are eligible. Good justification and argumentation for the project needs should be given.
12.	Is it eligible expenditure renovation of office premises for the purposes of the soft project ?	<p>According to Guidelines for Applicants, point 2.5.2 “Eligibility of activities”, activities with provisions for financing the usual management activities of the local organizations are not eligible.</p> <p>All investment activities should be implemented on a municipal or state-owned property. In addition, all project activities have to show clear cross-border impact. The planning of the project costs is responsibility of the project partners and should be in accordance with the rules in the Guidelines for applicants. The realistic and logically structured project budget and the correspondence of the project costs with the project activities is one of the prerequisites for the successful project implementation.</p>
13.	Where in the AF must describe project team member positions and is it necessary to proof and present supporting documents for all staff costs?	<p>According to Guidelines for applicants, point 3.1.2. “How to fill in the Application Form and its Annexes” project partners should describe the overall plan for management of the project including the project team in the Application form, Section “Project identity” point 4.”Management of the project and reporting”. Submission of CVs of the project team members is not necessary.</p> <p>The number of the project team members, their specific positions in the project, duties and responsibilities should be clear enough to guarantee smooth project implementation and reporting. In the verification process by FLC the beneficiaries do not need to present any supporting documents that the expenditures has been incurred and paid. The proper</p>

		<p>appointment of the project team is on the responsibility of the beneficiaries themselves and should be done according respective national legislation.</p>
14.	<p>Is Bulgarian Academy of Sciences is eligible applicant.</p>	<p>According to p. 2.5.1 “Eligibility of applicants” in the Guidelines for applicants under the Interreg - IPA Cross-border cooperation Programme Bulgaria – the former Yugoslav Republic of Macedonia 2014-2020, one of the requirements for eligibility of the partners is to be legally established within the eligible cross border region between Bulgaria and the former Yugoslav Republic of Macedonia. Exception is made for national/regional public authorities whose area of competence, established by legal acts, extends to the eligible area of the programme or structures of central public authorities located in the eligible cross border region which cannot be registered as legal entities – in this case the central authority is a project partner.</p>